Financial Clarity Group Inc

447 Old St Rt 74
Cincinnati, OH 45244
fcg@financialclaritygroup.com
Phone: (513)528-5566 | Fax: (513)528-5602

January 17, 2022

:

Income tax time is just around the corner! The enclosed packet has been prepared to assist you in gathering information for your 2021 tax return. Review the entire packet and answer any questions that apply.

Certain lines in the packet contain information from last year's return. You do not need to change the dollar amounts from last year; these figures are provided for reference only.

Bring this packet and all supporting documents, including W-2 and 1099 statements, to your tax-preparation appointment. We appreciate your trust in our business. Contact our office at (513)528-5566 if you have any questions or need additional information.

Sincerely,

Michael McCormick
Financial Clarity Group Inc

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January 17, 2022

We value your privacy and the sensitive nature of your tax and financial information. Therefore we have instituted a policy that all tax information sent electronically needs to be done thru our secure web portal. If you want a copy of a tax return sent electronically or if you want to send us tax return or other financial information let us know your email address and we will send you a link to set up an account on the portal for you. Once your portal account is established you will then be able to access the portal thru the original email link that set up your account or thru our website at www.financialclaritygroup.com. All documents delivered to and from the portal will remian available in the portal as long as you want.

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

* Interviews regarding your tax situation

* Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data

* Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (513)528-5566.

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Michael McCormick
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January 17, 2022

Subject: Preparation of Your 2021 Tax Returns

:

Thank you for choosing Financial Clarity Group Inc to assist you with your 2021 taxes. This document is to confirm and specify the terms of our tax preparation engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom tax returns are to be prepared agree to the following by signing and returning this letter with their tax documents.

We will prepare the federal, state, and local (where applicable) income tax returns of the individuals and/or any entities identified in Schedule A, based on information you provide. *Our services are not intended to determine whether you have filing requirements in taxing jurisdictions other than those disclosed to us.* We will not audit or otherwise verify the data you provide. We may request that you provide clarification of information you provide or otherwise known by us. Our tax preparation engagement will conclude upon the delivery of your tax returns to you or when we notify you that we will not be able to complete the engagement.

It is your responsibility to provide all information for the preparation of complete and accurate tax returns. You should retain all supporting documents, canceled checks and other data that form the basis of income and deductions. You may need these to substantiate the accuracy and completeness of your returns to a taxing authority. You have the final responsibility for your income tax returns whether they are filed on paper or electronically submitted and therefore you should review them carefully before signing them or allowing us to electronically file them on your behalf.

Married couples. We assume there is full disclosure between spouses. You jointly accept responsibility for communicating any questions and responses between yourselves and you accept responsibility for erroneous information that may have been provided to us by the other spouse.

In connection with this engagement, we may communicate with you or third parties on your behalf, via email. We specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of information via emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations, fraud, or any other irregularities, should any exist. Nor do we make any determination as to the reasonableness of any item of income or expense. Unless covered by another engagement we will only render such accounting and bookkeeping assistance as determined to be necessary for preparation of your income tax returns. Further, we suggest you refrain from making any changes to bookkeeping records of years for which tax returns have been filed with a government agency. (Use a closing date)

We reserve the right to withdraw from this engagement for any reason at any time. We will attempt to give you as much notice as possible; however, we cannot be held responsible for any difficulty you may encounter in timely filing your returns.

We may encounter instances where tax law is unclear, or where there may be conflicts between a taxing authorities' interpretation of the tax code and other supportable positions. In those instances, we will outline the alternative courses of action, including the risks and consequences for you. In the end, we will implement, on your behalf, the option which you select after having considered the alternatives and you accept all responsibility for the consequences of your selection.

It is our policy to retain engagement documentation for a period of five years for our purposes. You should not rely on us to retain any of your documents. To the extent we receive any original documents during the engagement those documents will be returned to you upon the completion of our engagement. The balance of our engagement file is our property, and we will provide copies of such documents at our discretion.

If we determine, for any reason, that an extension of the time to file is warranted you agree to allow us to file an extension on your behalf. You understand that any tax that may be due with the ultimately filed return should be paid with the extension request. When practical we can estimate the amount of any payment necessary in an attempt to prevent or reduce interest and penalties for underpayment. It is entirely up to you whether you make a payment. Due to increasing regulations regarding electronic tax payments we may not be able to process these on your behalf. The law provides various penalties that may be imposed when taxpayers underestimate their tax liability. You acknowledge that any such understated tax, and any imposed interest and related underpayment penalties, are your responsibility, and that we have no responsibility in that regard.

If it is determined that we made a mistake you agree to allow us to exhaust every opportunity, at our expense, to correct the issue and have any related penalty waived. A mistake does not result from a difference of option with respect to tax law but rather a data entry error or accidental omission of information that you provided. If we are unable to correct the issue, we will bear the cost of penalties incurred due to the error. You, the taxpayer, are responsible for any tax due because your tax liability is your responsibility. Any interest incurred is also your responsibility as you had use of the money (eg additional tax due) between the time of filing and when an error is discovered or when a governmental agency required a change in your tax liability.

Where appropriate, we will analyze whether it is more advantageous from an income tax perspective to file married returns jointly or separately. We will generally proceed with the option that yields the lowest overall tax liability. If your return is filed as Married Filing Joint, you understand and accept that each taxpayer is jointly and severally liable for any resulting income tax liability regardless of the source of income or expense, if it is or should have been reported within the jointly filed income tax returns for the period covered by the return. If you have questions regarding how this may affect you, we can advise you of the income tax ramifications. If you have concerns about legal issues or the implications of joint and several liability you should consult an attorney to help determine if filing jointly is appropriate for you.

If you request to have a refund direct deposited into a bank account or have a balance due paid through ACH, you agree that you will verify the related bank account information in the appropriate location(s) on your tax return(s). You are solely responsible for making sure that the information is correct and complete and you accept full and total responsibility for the bank account entries we make on your behalf. We accept no responsibility for verifying the information you provide nor do we accept any liability if your refund is credited to the wrong financial institution or bank account. Further, we do not accept responsibility for ACH payments that do not process as anticipated.

In the event we are required to respond to a subpoena, court order, or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for any effort we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard within 30 days of receipt of an invoice.

In the event that we become obligated to pay any judgment or similar award, agree to pay any amount in settlement, and/or incur any costs as a result of any inaccurate or incomplete information that you provide to us during the course of this engagement, you agree to indemnify us, defend us, and hold us harmless against such obligations, agreements, and/or costs. You agree that any dispute (other than our efforts to collect payment on an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will be submitted to mediation and solely to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Clermont, State of Ohio by the American Arbitration Association according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Ohio law. The results of any such mediation shall be binding on each party. The costs of any mediation proceeding shall be paid by the party bringing the action unless successful, then by the losing party.

Notwithstanding anything contained herein, all parties agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall be deemed to have been entered into at Accountant's office located in Clermont County, Ohio, USA, and Clermont County, Ohio, USA, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Ohio.

Any mediation arising out of this engagement, except actions by us to enforce payment of our invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. Any judgment obtained through mediation shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

Unless already covered by a Professional Service Agreement, fees for our services will be based on the complexity and effort required to complete the engagement. An estimate of your fee can be provided. Fee will generally increase each year. Government mandates and missing information may cause delays and additional cost. Invoices are due and payable upon receipt and prior to release of tax returns. Authorization to e-file income tax returns will not be processed unless payment has been received. You authorize us to utilize any method of payment we have on file or to which we otherwise have access, to secure payment, including ACH credit, debit, bank draft, or credit card charge. You agree to not request a chargeback or stop payment and this agreement will serve as satisfactory authorization for any financial institution. You agree to reimburse us for any stop payment or chargeback fees incurred in connection with collecting our fee. There may be situations where we do not take immediate collection action. Our failure to do so shall not prevent us from doing so at any point in the future nor shall it limit our ability to do so.

Tax preparation and tax planning are different services. Tax preparation involves reporting your activities as they actually occurred. When preparing your tax returns we will attempt to minimize your tax liability based on the activities and strategies you utilized. Tax planning involves identifying strategies, activities, or actions and performing an evaluation of them before entering into an activity or taking action. Although we are available to provide you with tax planning advice, a tax preparation engagement is not the appropriate time to do so. Therefore, we are not obligated to provide tax planning strategies unless you specifically engage us to do so. Additional fees will be charged for tax planning engagements.

Invalidation of any provision contained in this agreement by a court or mediator does not invalidate the entire agreement. The remaining provisions shall remain in full force and effect.

If the above is agreeable to you, please sign this letter in the space indicated and return to our office with your tax data *(such receipt by this office of your tax data shall be deemed as evidence of your acceptance of all of the terms set forth herein).* If there are other tax returns that you expect us to prepare, for which we do not already have an agreement, please inform us by noting them below.

We want to express our appreciation for the confidence and trust you place in us and look forward to working with you.

If you have any questions, contact our office at (513)528-5566.

Sincerely,

Michael McCormick
Financial Clarity Group Inc

(Both spouses must sign for preparation of joint returns.)

Accepted By:

____
Taxpayer Date

____
Spouse Date

____

Schedule A

Additional individual Income Tax Returns to be prepared (children, parents, etc.)

Business Income Tax Returns to be for Schedules C, E, or F

Business Entity Returns
(C, S, Partnership, Trust, etc)

Checklist

Name: SSN:

Checklist

This check list is provided to help you gather necessary information for us to prepare your 2021 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2020 tax year.

Stimulus payment (Economic Impact Payment - IRS Notice 1444-C or Letter 6475)

[ ] Amount of stimulus payment ____

Advanced payment of Child Tax Credit (IRS Letter 6419)

[ ] Taxpayer ____

[ ] Spouse ____

State and city refunds and other government payments (Form 1099-G)

[ ] Unemployment compensation

Other Income (provide supporting documentation for income received for the following items)

[ ] Sale of assets or property

[ ] Cancellation of debt

[ ] Other income ____

Payments (provide supporting documentation for payments made for the following items)

[ ] Educator classroom expenses

[ ] Employee business expenses

[ ] Contributions to a Health Savings Account

[ ] Expenses related to work relocation

[ ] Alimony

[ ] Student loan interest

[ ] Tuition and fees for higher education

[ ] Expenses related to child or dependent care

[ ] Contributions to a Retirement Savings Account

[ ] Medical and dental expenses

[ ] Real estate taxes

[ ] Other state and local taxes

[ ] Mortgage interest

[ ] Investment interest

[ ] Cash contributions

[ ] Noncash contributions

[ ] Unreimbursed employee expenses

[ ] Investment expenses

[ ] Gambling losses

[ ] Other payments ____

Questionnaire

Name: SSN:

Questionnaire

Personal Information

Yes No

[ ] [ ] Did your marital status change during the year?
If "Yes," explain ____

[ ] [ ] If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2021?

[ ] [ ] Can you or your spouse be claimed as a dependent by someone else?

[ ] [ ] If you were 18 years of age, or under 24 and a student, at the end of 2021, were you in foster care on or after turning 14 years of age and agree this status can be disclosed to the IRS?

[ ] [ ] If you were 18 years of age, or under 24 and a student, at the end of 2021, were you homeless or at risk of becoming homeless and supporting yourself?

[ ] [ ] Did your address change during the year?

[ ] [ ] Were you, your spouse, or any dependents a victim of identity theft?
If "Yes," explain ____

[ ] [ ] Were you, your spouse, or any dependents issued an Identity Protection PIN (IP PIN)?
If "Yes," provide Notice CP01A from the IRS.

Provide proof of identity to be eligible to e-file your tax return (driver's license or state-issued photo ID)

Dependent Information

Yes No

[ ] [ ] Did you have any changes in dependents during the year?
If "Yes," explain ____

[ ] [ ] Can another person qualify to claim any of your dependents?

[ ] [ ] Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2021?
If "Yes," provide Letter 6419 from the IRS. Or, enter the amount each taxpayer received and the number of children taken into account to determine the amount received as shown on IRS Letter 6419, box 2. If you were married last year and filed a joint tax return with your spouse, are you filing a joint return with the same spouse this year?
Taxpayer ____
Spouse ____

[ ] [ ] Did you have any childcare expenses during the year?

[ ] [ ] Did you have any adoption expenses during the year?

[ ] [ ] Did you have any children under age 19 or a full-time student under age 24 with more than $2,200 of unearned income?

Provide documentation for proof of dependent credits (school records, medical records, daycare records, etc.)

Health Care Information

Yes No

[ ] [ ] Did any member of your household have healthcare coverage through the Marketplace (Obama Care)?
If "Yes," provide copies of Form 1095-A.

[ ] [ ] Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Income, Purchases, Sales, and Debt Information

Yes No

[ ] [ ] Did you receive any tips not reported to your employer?

[ ] [ ] Did you receive any disability income during the year?

[ ] [ ] Did you cash in any U.S. savings bonds during the year?

[ ] [ ] Did you start a new business or purchase any rental property during the year?

[ ] [ ] Did you sell an existing business, rental property, or other property during the year?

[ ] [ ] Did you purchase any business assets or convert any assets to business use?

Questionnaire

Name: SSN:

Questionnaire

If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.

[ ] [ ] Did you purchase any gasoline, diesel, or special fuels for off-road business use?
[ ] [ ] Did you buy or sell any stocks, bonds, or other investments during the year?
[ ] [ ] Did you sell a principal residence during the year?
If "Yes," provide closing documentation for the purchase and sale of the home.
[ ] [ ] Did you have a principal residence or a piece of real property foreclosed on during the year?
[ ] [ ] Did you abandon a principal residence or a piece of real property during the year?
[ ] [ ] Did you refinance your principal home or second home or take out a home equity loan during the year?
If "Yes," provide all escrow, closing, and other pertinent documentation and information.
[ ] [ ] Did you receive any principal or interest during this year from property sold in prior years?
[ ] [ ] Did you rent out your home or use it for business?
[ ] [ ] Did you sell, exchange, or purchase any real estate during the year?
[ ] [ ] Did you acquire a new or additional interest in a partnership or S corporation?
[ ] [ ] Did you have any debts canceled or forgiven this year?
[ ] [ ] Does anyone owe you money that has become uncollectible?
[ ] [ ] Did you purchase a new hybrid, alternative motor, or electric motor energy-efficient vehicle during the year?
If "Yes," provide the year, make, model, VIN, and date the vehicle was placed in service.
[ ] [ ] Did you receive income or incur expenses associated with a fantasy sport league?
If "Yes," provide documentation.
[ ] [ ] Did you receive income or incur expenses associated with car sharing (e.g., Lyft or Uber)?
If "Yes," attach Form 1099-MISC, Form 1099-NEC, and Form 1099-K.
[ ] [ ] Did you receive income or incur expenses associated with freelancing (e.g., Upwork or TaskRabbit)?
If "Yes," attach Form 1099-K or Form W-2.
[ ] [ ] Did you receive income or incur expenses associated with fashion sharing (e.g., Poshmark or thredUP)?
If "Yes," provide documentation.
[ ] [ ] Did you receive income or incur expenses associated with crowdfunding (e.g., Kickstarter or Indiegogo)?
If "Yes," attach Form 1099-K.
[ ] [ ] Did you receive income or incur expenses associated with a short-term rental (e.g., Airbnb or HomeAway)?
If "Yes," provide documentation.
[ ] [ ] Did you receive any other income you have not provided information for with this organizer?
If "Yes," explain ____

Itemized Deduction Information

Yes No

[ ] [ ] Did you pay out-of-pocket medical or dental expenses (premiums, prescriptions, mileage, etc.) during the year?
[ ] [ ] Did you pay any long-term care premiums for yourself, your spouse, or a dependent during the year?
[ ] [ ] Did you receive any state or local income tax refunds from prior years?
[ ] [ ] Did you make any major purchases (vehicle, boat, etc.) during the year?
[ ] [ ] Did you pay any real estate property taxes or personal taxes during the year?
[ ] [ ] Did you pay mortgage interest during the year?
[ ] [ ] Did you make cash donations to charity during the year?
[ ] [ ] Did you make noncash donations to charity (clothes, furniture, etc.) during the year?
[ ] [ ] Did you donate a boat or vehicle during the year?
If "Yes," attach Form 1098-C.
[ ] [ ] Did you have gambling winnings or losses during the year?
[ ] [ ] Did you have any job-related expenses that were not reimbursed by your employer (uniforms, safety equipment, etc.)?
[ ] [ ] Did you use your vehicle on the job other than for commuting to work?
[ ] [ ] Did you work out of town at any time during the year?

Retirement Information

Questionnaire

Name: SSN:

Questionnaire

Yes No

[ ] [ ] Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
[ ] [ ] Did you make any contributions to, withdrawals from, or execute any rollovers from an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan during the year?
[ ] [ ] Did you receive any Social Security benefits during the year?

Education Information

Yes No

[ ] [ ] Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)?
[ ] [ ] Did anyone in your household attend a post-secondary school during the year?
[ ] [ ] Did you make a contribution to or receive a distribution from an Education Savings Account or Qualified Tuition Program during the year?
[ ] [ ] Did you pay student loan interest for yourself, your spouse, or your dependents during the year?

Miscellaneous Information

Yes No

[ ] [ ] Did you receive the third stimulus payment (Economic Impact Payment or EIP) in 2021?
If "Yes," enter the amount received for each taxpayer and provide Notice-1444-C or Letter 6475 from the IRS.
Taxpayer ____
Spouse ____
[ ] [ ] Was your earned income in 2021 less than your earned income in 2019?
If "Yes," enter the amount of your 2019 earned income.
____
[ ] [ ] Did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currencies?
[ ] [ ] Did you incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements.
[ ] [ ] Did you pay wages to any household employees (babysitter, nanny, housekeeper, etc.)?
[ ] [ ] Did you make gifts to any one person in excess of $15,000 during the year?
Yes No
[ ] [ ] If "Yes," are you splitting the gift with your spouse?
[ ] [ ] Did you incur moving expenses during the year?
[ ] [ ] Did you make any energy-efficient improvements to your main home during the year?
[ ] [ ] Are you a business owner who paid health insurance premiums for your employees during the year?
[ ] [ ] Did you own interest or shares in a Qualified Opportunity Fund?
[ ] [ ] Did you apply an overpayment of your 2020 taxes to your 2021 estimated taxes?
[ ] [ ] If you have an overpayment of 2021 taxes, do you want the refund applied to your 2022 estimated taxes?
[ ] [ ] Did you make any estimated payments toward your 2021 taxes?
[ ] [ ] Do you want to have any refund or balance due directly deposited or withdrawn?
If "Yes," provide a canceled checking or savings slip.
[ ] [ ] Do you anticipate your income or withholdings to be different for 2022?
[ ] [ ] Did you make any purchases subject to Use Tax?
If "Yes," provide details.
[ ] [ ] Did you receive any notices from the IRS or state taxing authority?
If "Yes," explain ____
[ ] [ ] May the IRS discuss your tax return with your preparer?
[ ] [ ] Would you like a copy of your tax return sent to you electronically instead of receiving a printed copy?

Foreign Tax Information

Yes No

Questionnaire

Name: SSN:

Questionnaire

[ ] [ ] Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
[ ] [ ] Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
[ ] [ ] Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?
[ ] [ ] Did you have any income from, or pay taxes to, a foreign country?
[ ] [ ] Did you own property in a foreign country?

Preparer Notes

2021 Tax Organizer
Personal Information

Personal Information

	Name	SSN	Has IP PIN	Date of birth
Taxpayer				
Spouse				

Name of person to whom all information should be addressed, if not the taxpayer

Street address, city, state, and ZIP

	Occupation	Daytime phone	Evening phone	Cell phone
Taxpayer				
Spouse				

Taxpayer email	
Spouse email	

Filing status at the end of 2021

☐ Single ☐ Married ☐ Widowed - If widowed and your spouse died in 2021, enter the date of death ____________

☐ Married filing separately - If married but filing separately, did you live apart from your spouse for the last six months of 2021? ____________

Yes	No	
☐	☐	Are you or your spouse blind?
☐	☐	Are you or your spouse disabled?
☐	☐	Are you or your spouse a full-time student?
☐	☐	Do you or your spouse want to designate $3 to go to the Presidential Election Campaign Fund?
☐	☐	At any time during 2021 did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?
☐	☐	If you were 18 years of age, or under 24 and a student, at the end of 2021, were you in foster care on or after turning 14 years of age and agree this status can be disclosed to the IRS?
☐	☐	If you were 18 years of age, or under 24 and a student, at the end of 2021, were you homeless or at risk of becoming homeless and supporting yourself?
☐	☐	Was your earned income in 2021 less than your earned income in 2019?
		If "Yes," enter the amount of your 2019 earned income. ____________
☐	☐	Did you receive the third stimulus payment (Economic Impact Payment or EIP) in 2021?
		If "Yes," enter the amount received for each taxpayer and provide Notice 1444-C or Letter 6475 from the IRS.
		Taxpayer ____________ Spouse ____________

Identification Information

Taxpayer's type of photo ID

☐ Driver's license ☐ State-issued photo ID

Photo ID number ____________

State photo ID was issued ____________

Date photo ID was issued ____________

Date photo ID expires ____________

Spouse's type of photo ID

☐ Driver's license ☐ State-issued photo ID

Photo ID number ____________

State photo ID was issued ____________

Date photo ID was issued ____________

Date photo ID expires ____________

Account Information for Deposits and Withdrawals

Name of bank	Bank routing number	Bank account number	Type of account		Use this account for	
			Checking	Savings	Deposits	Withdrawals

Appointment Information

Your 2021 appointment is scheduled for ____________

Dependent and Other Information

Name: SSN:

Dependent Information

First and last name SSN	Has IP PIN	Relationship	Months in home	Date of birth	Disabled	Full-time student	Childcare Expenses

List dependents required to file a return ______

Yes **No**

☐ ☐ Did you receive advance payments of the Child Tax Credit from the IRS at any time from July through December 2021?

If "Yes," enter the amount each taxpayer received and the number of children taken into account to determine the amount received as shown on IRS Letter 6419, box 2. Or, provide Letter 6419 from the IRS.

Taxpayer ______

Spouse ______

☐ ☐ If you were married last year and filed a joint return with your spouse, are you filing a joint return with the same spouse this year?

Child and Other Dependent Care Expenses

Name of care provider	Address	SSN or EIN	Amount Paid

Estimates

	Federal		Resident State		Resident City	
	Date paid	Amount	Date paid	Amount	Date paid	Amount
Overpayment applied from 2020						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Income

Name: SSN:

Wages & Salaries

Provide all copies of Form W-2

Employer name	2021 federal wages

Retirement

Provide all copies of Form 1099-R

Payer name	2021 distribution

☐ Yes ☐ No Did you take a distribution from an IRA and give it to an organization eligible to receive tax-deductible contributions?

☐ Yes ☐ No Did you use any of the distributions for disaster or coronavirus relief?

Income

Name: SSN:

Dividend Income

Provide all copies of Form 1099-DIV & other statements that report dividend income.

Account number Payer name	2021 ordinary dividends	2021 qualified dividends

Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income.

Account number Payer name	2021 interest

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

Sale of Capital Assets

Name: SSN:

Sale of Capital Assets (not reported on Form 1099-B)

Provide all brokerage statements

Description of property	Date purchased	Date sold	Sales price	Cost

Installment Sale Income

Description of property:

Date acquired ____ Date sold ____

	2021	Prior years
Selling price		
Mortgages assumed		
Cost of property sold		
Depreciation allowed		
Commissions and expense of sale		
Gross profit percentage		
Interest received		
Principal payments received		

Property was sold to a related party ☐

Other Income and Adjustments

Name: SSN:

Other Income

	2021 Taxpayer	2021 Spouse
Scholarships or grants not reported on Form W-2		
Social Security Benefits (attach Forms 1099-SSA)		
Railroad Retirement Benefits (attach Forms 1099-RRB)		
State income tax refund (attach Forms 1099-G)		
Alimony received		
Divorce or separation date ______ Amount		
Unemployment compensation (attach Forms 1099-G)		
Unemployment compensation repaid in 2021		
Gambling winnings (attach Forms W2-G)		
Alaska Permanent Fund		
Jury duty pay		
ABLE distributions		
Other income:		

Adjustments

	2021 Taxpayer	2021 Spouse
Educator expenses (If you are an educator, enter the amount you paid for classroom supplies)		
Contributions made to a Health Savings Account (HSA)		
Contributions made to a Self-Employed Pension plan (SEP)		
Payments made for Self-Employed Health Insurance for you, your spouse, or dependents		
Alimony paid		
Name ______		
SSN ______ Divorce or separation date ______		
Name ______		
SSN ______ Divorce or separation date ______		
Contributions made to an Individual Retirement Account (IRA)		
Contributions made to a Roth IRA		
Interest paid on a student loan		
Other adjustments:		

Schedule C - Profit or Loss from Business

Name: SSN:

General Business Information

TS _____ Business name ______________________ Employer ID number ______________

Professional product or service ______________________

Business address, city, state, ZIP ______________________

Accounting Method: ☐ Cash ☐ Accrual ☐ Other (specify) ______________________

☐ This business started or was acquired during 2021.

☐ This business was disposed of during 2021.

Select if this business is for:

☐ Professional gambler

☐ Newspaper delivery and you are under 18 years of age

☐ Exempt Notary income

☐ A clergy

Yes	No	
☐	☐	Payments of $600 or more were paid to an individual, who is not your employee, for services provided for this business.
☐	☐	If "Yes," you filed Forms 1099 for the individuals?
☐	☐	You received a Paycheck Protection Program (PPP) loan for this business.
☐	☐	If 'Yes," was any portion of the loan forgiven?

Income

	2021		2021
Gross receipts or sales		Other income	
Returns & allowances			

Expenses

	2021		2021
Advertising		Repairs & maintenance	
Car & truck expenses		Supplies	
Commissions & fees		Taxes & licenses	
Contract labor		Travel	
Depletion		Total meals	
Employee benefit programs		Utilities	
Insurance (other than health)		Wages	
Interest - mortgage		Family health coverage payments for taxpayer, spouse or dependents	
Interest - other		Other expenses (list)	
Legal & professional services			
Office expenses			
Pension & profit sharing plans			
Rent or lease (vehicles, machinery, & equipment)			
Rent (other business property)			

Cost of Goods Sold

	2021		2021
Inventory at beginning of year		Materials & supplies	
Purchases		Other costs	
Cost of personal use items		Inventory at end of year	
Cost of labor		☐ There was a change in inventory method.	

Schedule E - Income or Loss from Rental Real Estate & Royalties

Name: SSN:

General Property Information

Property description ______________________

Address, city, state, ZIP ______________________

Select the property type

☐ Single family residence ☐ Vacation / short-term rental ☐ Land ☐ Self-rental
☐ Multi-family residence ☐ Commercial ☐ Royalties ☐ Other ______________

Number of days property was rented ________ Number of days property was used for personal use ________
If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied ________

☐ This property was placed in service during 2021.
☐ This property is your main home or second home.
☐ This property was disposed of during 2021.
☐ This property was owned as a qualified joint venture.

☐ Yes ☐ No Payments of $600 or more were paid to an individual who is not your employee for services provided for this rental.
☐ Yes ☐ No You filed Forms 1099 for the individuals

Income

	2021		2021
Rent income	________	Royalties from oil, gas, mineral, copyright or patent	________

Expenses

	Rental unit expenses	Rental **and** homeowner expenses
Advertising	________	
Auto & travel	________	
Cleaning & maintenance	________	________
Commissions	________	
Insurance	________	________
Legal & professional fees	________	
Management fees	________	
Mortgage interest	________	________
Other interest	________	________
Repairs	________	________
Supplies	________	________
Taxes	________	________
Utilities	________	________
Depletion	________	
Other expenses		
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________

If this Schedule E is for a a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.

If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.

Income or Loss from Partnerships, S Corporations, and Fiduciaries

Name: SSN:

Partnerships, S Corporations, Estates and Trusts

Provide all copies of Schedule K-1 and attachments

Entity Name	EIN

Schedule F - Profit or Loss from Farming

Name: SSN:

General Information

TS ____ Principal product ____________________ Employer ID number ____________

Accounting method: ☐ Cash ☐ Accrual ☐ Other: ____________

☐ This farm was disposed of during 2021.

Yes	No	
☐	☐	Payments of $600 or more were paid to an individual who is not your employee for services provided for this farm.
☐	☐	If "Yes," you filed Forms 1099 for the individuals.
☐	☐	You received a Paycheck Protection Program (PPP) loan for this business.
☐	☐	If "Yes", was any portion of the loan forgiven?

Income

	2021		2021
Sale of livestock / other items		Custom hire income	
Cost of items bought for resale		Beginning inventory for accrual	
Sale of products you raised		Ending inventory for accrual	
Total cooperative distributions (Provide 1099-PATR)		☐ You used unit-livestock-price or farm-price inventory method.	
Total agricultural payments		Other income	
Commodity Credit Corporation (CCC) loans:			
CCC loans reported			
CCC loans forfeited			
Crop insurance proceeds:			
Amount received in 2021			
☐ You elect to defer to 2022			
Amount deferred from 2020			

Expenses

	2021		2021
Car & truck expenses		Rent - other (land, animals, etc.)	
Chemicals		Repairs & maintenance	
Conservation expenses		Seeds & plants purchased	
Custom hire (machine work)		Storage & warehousing	
Employee benefit programs		Supplies purchased	
Feed purchased		Taxes	
Fertilizers & lime		Utilities	
Freight & trucking		Veterinary, breeding, & medicine	
Gasoline, fuel, & oil		Family health coverage payments for taxpayer, spouse or dependents	
Insurance (other than health)		Other expenses	
Interest - mortgage (paid to banks, etc.)			
Interest - other			
Non-W-2 labor hired			
W-2 wages paid			
Pension & profit-sharing plans			
Rent - vehicles, machinery, & equipment			

Form 4835 - Farm Rental Income and Expenses

Name: SSN:

General Information

Description ______ Employer ID Number ______

☐ This farm was disposed of during 2021

Income

	2021		2021
Income from production of livestock, grains, & other crops		Crop insurance proceeds:	
Total cooperative distributions		Amount received in 2021	
Total agricultural payments		☐ You elect to defer to 2022	
Commodity Credit Corporation (CCC) loans:		Amount deferred from 2020	
CCC loans reported		Other income	
CCC loans forfeited			

Expenses

	2021		2021
Car & truck expenses		Seeds & plants purchased	
Chemicals		Storage & warehousing	
Conservation expenses		Supplies purchased	
Custom hire (machine work)		Taxes	
Employee benefit programs		Utilities	
Feed purchased		Veterinary, breeding, & medicine	
Fertilizers & lime		Other expenses	
Freight & trucking			
Gasoline, fuel, & oil			
Insurance (other than health)			
Interest - mortgage (paid to banks, etc.)			
Interest - other			
Labor hired (less jobs credit)			
Pension & profit-sharing plans			
Rent - vehicles, machinery & equip			
Rent - other (land, animals, etc.)			
Repairs & maintenance			

Expenses Related to Business

Name: SSN:

Auto Expense

Name of business vehicle is used for ______

Description of vehicle ______ Date vehicle was placed in service ______

Yes	No		Yes	No	
☐	☐	Was this vehicle available for use during off-duty hours?	☐	☐	Do you have evidence to support your deduction?
☐	☐	Was another vehicle is available for personal use?	☐	☐	If "Yes," is the evidence written?

Mileage

Number of miles the vehicle was driven during 2021

Business . . . . ______

Commuting . . . . ______

Other . . . . ______

Expenses

Garage rent	______	Repairs	______
Gas	______	Tires	______
Insurance	______	Tolls	______
Licenses	______	Lease addback	______
Oil	______	Other expenses	
Parking fees	______	______	______
Rental fees	______	______	______
Interest	______	______	______
Property tax	______	______	______

Business Use of Home

Name of business home is used for ______

What is the total square footage of your home that was used regularly and exclusively for business? ______

What is the total square footage of your home? ______

For daycare facilities not used exclusively for business, complete the following questions

How many days during the year was the area used? ______

How many hours per day was the area used? ______

☐ The daycare facility was in operation for the entire year

Expenses	Office expenses	Home expenses
Mortgage interest	______	______
Real estate taxes	______	______
Excess mortgage interest	______	______
Excess real estate taxes	______	______
Insurance	______	______
Rent	______	______
Repairs & maintenance	______	______
Utilities	______	______
Other expenses	______	______

In the "Office expenses" column, enter those expenses that pertain exclusively to your office; in the "Home expenses" column, enter those expenses that pertain to the entire dwelling.

Household Employment

Name: SSN:

TSJ______ Employer Identification Number ________________

Yes	No	
☐	☐	Did you pay any one household employee cash wages of $2,300 or more in 2021?
☐	☐	Did you withhold federal income tax during 2021 for any household employee?
☐	☐	Did you pay total cash wages of $1,000 or more in any calendar quarter of 2020 or 2021 to all household employees?
☐	☐	Did you pay unemployment contributions to only one state?
☐	☐	Did you pay all state unemployment contributions for 2021 by April 18, 2022?
☐	☐	Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

	2021
Total cash wages subject to Social Security tax	
Total cash wages subject to Medicare tax	
Total cash wages subject to Additional Medicare tax withholding	
Federal income tax withheld	
Qualified sick leave wages	
Qualified family leave wages	
Qualified health plan expenses	

TSJ______ Employer Identification Number ________________

Yes	No	
☐	☐	Did you pay any one household employee cash wages of $2,300 or more in 2021?
☐	☐	Did you withhold federal income tax during 2021 for any household employee?
☐	☐	Did you pay total cash wages of $1,000 or more in any calendar quarter of 2020 or 2021 to all household employees?
☐	☐	Did you pay unemployment contributions to only one state?
☐	☐	Did you pay all state unemployment contributions for 2021 by April 18, 2022?
☐	☐	Were all wages that are taxable for FUTA tax also taxable for your state's unemployment tax?

	2021
Total cash wages subject to Social Security tax	
Total cash wages subject to Medicare tax	
Total cash wages subject to Additional Medicare tax withholding	
Federal income tax withheld	
Qualified sick leave wages	
Qualified family leave wages	
Qualifed health plan expenses	

Schedule A - Itemized Deductions

Name: SSN:

Medical and Dental Expenses

Health insurance premiums (paid by you) . . . . ______

Long-term care premiums (you) . . . . ______

Long-term care premiums (your spouse) . . . . ______

Long-term care premiums (dependents) . . . . ______

Mileage driven for medical purposes . . . . ______

Medical & dental expenses

- Doctor, dental, etc . . . . ______
- Prescription medicines . . . . ______
- Insulin . . . . ______
- Glasses & contacts . . . . ______
- Hearing aids . . . . ______
- Braces . . . . ______
- Medical equipment & supplies . . . . ______
- Hospital services . . . . ______
- Laboratory services . . . . ______
- Nursing services . . . . ______
- Other ______ ______

Taxes Paid

State and local income taxes . . . . ______

General sales tax (vehicle, boat, home, etc.) . . . . ______

Real estate taxes . . . . ______

Personal property taxes . . . . ______

Other taxes (list) ______ ______

______ ______

______ ______

Interest Paid

Home mortgage interest paid (attach Form 1098) . . . . . ______

☐ Some of your home mortgage loan was not used to buy, build, or improve your home.

Home mortgage interest paid to an individual . . . . ______

Paid to:

Name ______

Address ______

City, State, ZIP ______

SSN or EIN ______

Home mortgage insurance premiums . . . . ______

Investment interest . . . . ______

Charitable Contributions

Donations to charity	Cash	Noncash	Amount
Church	☐	☐	______
Boy or Girl Scouts	☐	☐	______
Goodwill	☐	☐	______
Red Cross	☐	☐	______
Salvation Army	☐	☐	______
United Way	☐	☐	______
Veterans	☐	☐	______
Hospital	☐	☐	______
University	☐	☐	______
Other ______	☐	☐	______

Miles driven for charitable purposes . . . . ______

Other Miscellaneous Deductions

Amortizable bond premiums . . . . ______

Federal estate tax . . . . ______

Gambling losses . . . . ______

Impairment-related work expenses . . . . ______

Claim repayments . . . . ______

Unrecovered pension investments . . . . ______

Loss from other activities from Schedule K-1 . . . . ______

Ordinary loss debt instrument . . . . ______

Excess deduction on termination . . . . ______

Job Expenses & Certain Miscellaneous Deductions

Necessary job expenses you paid that were not reimbursed by your employer

- Safety equipment, tools, & supplies . . . . . . ______
- Uniforms . . . . ______
- Protective clothing (shoes, hardhats, glasses, etc.) ______
- Dues to professional organizations . . . . ______
- Books & subscriptions . . . . ______
- Other ______ ______

Union dues . . . . ______

Tax preparation fees . . . . ______

Other nonpersonal expenses related to taxable income

- Safe deposit box fees . . . . ______
- Investment expenses not entered elsewhere . . ______
- Other ______ ______

Home equity interest . . . . ______

Other Information

Name: SSN:

Mortgage Interest

Provide all copies of Form 1098

Lender's name	Mortgage interest received	Mortgage insurance premiums	Real estate taxes paid

Employee Business Expenses

- ☐ You are a qualified performing artist
- ☐ You are a fee-based state or local government official
- ☐ You are a disabled employee with impairment-related work expenses
- ☐ You are a reservist
- ☐ You are a member of the clergy
- ☐ You used your personal vehicle for your job during 2021

	NOT reimbursed by your employer	Reimbursed by your employer not included in box 1 of your W-2
Parking fees, tolls, local transportation		
Meals		
Overnight business travel expenses (Do not include meals & entertainment)		
Other business expenses		

Casualties and Thefts

FEMA code	FEMA code
Property description	Property description
Property location	Property location
Date property was acquired	Date property was acquired
Date property was damaged or stolen	Date property was damaged or stolen
Cost of property damaged or stolen	Cost of property damaged or stolen
Fair market value before incident	Fair market value before incident
Fair market value after incident	Fair market value after incident
Insurance reimbursement	Insurance reimbursement

Other Information

Name: SSN:

Education Expenses

Provide all copies of Form 1098-T

Student name Student name

Type of expense	Amount	Type of expense	Amount

Student name Student name

Type of expense	Amount	Type of expense	Amount

Student name Student name

Type of expense	Amount	Type of expense	Amount

Job-related Moving Expenses

☐ Select this box and complete the fields below if you are a member of the Armed Forces on active duty, and moved due to a military order for a permanent change of station.

	2021
Number of miles from old home to old workplace	
Number of miles from old home to new workplace	
Expenses to transport and store household goods and personal effects	
Travel and lodging expenses while traveling to your new home	

Income

Name: SSN:

Form 1099-MISC Income

Provide all copies of Form 1099-MISC

Payer name	2021 amount

Form 1099-NEC Income

Provide all copies of Form 1099-NEC

Payer name	2021 amount

2021 Information Pertaining to the American Rescue Plan Act (ARPA)

On March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) that authorized a third round of stimulus payments and advanced payment of the Child Tax Credit. The IRS issued notices that provided the amounts you received for these payments. This information is necessary to accurately complete your 2021 individual tax return. Information provided below explains what notice you received and how to obtain the information if you no longer have the notice or have yet to receive a letter.

Stimulus Payment (Economic Impact Payment (EIP)

The third round of EIP or stimulus payments began mid-March 2021. Individuals could have received up to $1,400 ($2,800 for married couples filing a joint return). Qualifying dependents may have also received $1,400. Unlike the first two payments, EIP3 was not limited to children under 17. Families may have received the payment based on all of the qualifying dependents claimed on the tax return. Most families received $1,400 per person, meaning, a single person with no dependents may have received $1,400 while a family of four may have received $5,600. Notice 1444-C was sent following the payments and Letter 6475 will be issued in January 2022 with a combined total.

If you no longer have Notice 1444-C, or have not received Letter 6475, log in to your IRS Online Account to get the accurate amount of EIP3 received.

1. Go to irs.gov.
2. Select "View Your Account Information."
3. Select "Log in to your Online Account" and follow the prompts provided.

Advance Child Tax Credit Payments

Under ARPA, the maximum amount for the Child Tax Credit (CTC) was increased from $2,000 to $3,600 for each child 5 years old and under. For children ages 6 - 17, the maximum increased to $3,000. In July 2021, eligible families that did not opt out began receiving advanced CTC payments up to $300 per month for each child age 5 and under and up to $250 for each child between the age of 6 and 17. IRS will issue Letter 6419 to provide the amount received per taxpayer and how many children were taken into account to determine the amount received.

If you no longer have Letter 6419, or have not yet received it, follow the directions above to log in to your online account to access the Child Tax Credit Update Portal or log directly in to the portal using the instructions below. For married couples filing a joint return, the taxpayer and spouse will both need to log in to get the amount apportioned to each taxpayer.

1. Go to irs.gov.
2. Select "Child Tax Credit Update Portal."
3. Select "Manage Advance Payments" and follow the prompts provided.